

9 December 1953

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MEMORANDUM FOR: Messrs. [redacted]

SUBJECT: Recommendations on Evaluation Reports

1. It is requested that the addressees working under the Chairmanship of [redacted] act as an informal Task Force for the purpose of resolving any possible conflicts between the proposed Initial Evaluation Report of the Professional Selection Panel and the present Personnel Evaluation Report now in use in the Agency. If necessary, new forms should be devised.

2. Recommendations of your group should include sufficient detail with respect to handling and procedure so that the CIA Career Service Board may consider the actual form or forms as well as the major aspects of the way in which the forms will be used.

3. It is desired that your recommendations be ready in final form for consideration by the CIA Career Service Board at its first meeting after the Christmas holidays.

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[redacted]
LYMAN B. KIRKPATRICK
Chairman
CIA Career Service Board

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